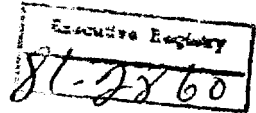


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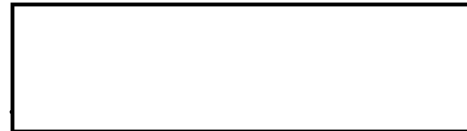


81-2426

19 November 1981

MEMORANDUM FOR: Deputy Director for Administration  
FROM: Director of Central Intelligence  
SUBJECT: Travel Reduction Plan

At today's Cabinet meeting we were asked to have prepared in thirty days a travel reduction plan for each agency. Here are some notes I took on the discussion.

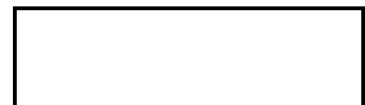


25X1

*for* William J. Casey

Attachment:  
As stated

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ER

DIRECTOR OF CENTRAL INTELLIGENCE

Notes taken by DCI at Cabinet Meeting  
19 November 1981

Travel

- FAA or Coast Guard plane
- Private charter cheaper than government plane
- Department can buy commercial ticket, with discounts, cheaper than tickets bought from GSA
- Cut unnecessary trips
- Reduce size of delegations
- Watch meeting locations